

# Learning Environment



Endoscopy

Learner Booklet

## Welcome

We would like to warmly welcome you to Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR).

We have created this pack as a useful resource to help you to settle in with us. The purpose of this booklet is to provide you with information to help you on your learning environment.

## About LTHTR

### We have three equally important strategic aims:

- To provide outstanding and sustainable healthcare to our local communities
- To offer a range of high-quality specialist services to patients in Lancashire and South Cumbria
- To drive health innovation through world class education, training and research

We provide a range of Hospital based health services for adults and children and cover a range of specialities. These include cancer services such as radiotherapy, drug therapies and surgery, disablement services such as artificial limbs and wheelchair provision. Other specialities include vascular, major trauma, renal, neurosurgery and neurology including brain surgery and nervous system diseases.

### Our five core values:

- Being caring and compassionate
- Recognising individuality
- Seeking to involve
- Building team spirit
- Taking personal responsibility



We deliver care and treatment from three main facilities:

- Royal Preston Hospital
- Chorley and South Ribble Hospital
- Specialist Mobility and Rehabilitation Centre, Preston

In relation to car parking, please refer to your Induction to the Trust, for information regarding car parking. Additional information can be found on our Intranet page.

<https://legacy-intranet.lthtr.nhs.uk/car-parking-documents>



## Orientation to your Learning Environment – Adult Nursing

*Please complete and present at your initial meeting.*

### **Pre-orientation 2 weeks prior to starting your Learning Environment**

- Arrange a pre-visit to your new Learning Environment.
- Visit your Learning Environment; ask to be shown around and ask what to expect on your first day i.e. where do I put my belongings, where can I put my lunch, where should I go on my first day and who should I report to.
- Ask to be shown your Learner Board, where you will find out who your Supervisor and Assessor is.
- Ask to be shown your Learner Resource File.
- Ask to be shown your off duty and find out what the process is should you need to request an amendment. (It would be at this point that any requests are to be made).
- Access your learning handbook via the Health Academy webpage and start planning what you want to achieve from your Learning Environment.
- We advise that on your **first day you will be starting at 9am**, please discuss this with your learning environment.

### **First day on your new Learning Environment**

- Introduce yourself and inform them that it's your first day.
- Ask to be shown around again, should you require this.
- Request to be shown the Team Board where the teams for the day are displayed, so you can familiarise yourself with; who is in your team, who you are working alongside and where your break times will be displayed.
- Ask to have the chain of command explained to you on this Learning Environment and ask who oversees this Learning Environment (i.e. Unit/Ward Manager).
- The local fire procedures have been explained and where you can find the equipment needed.
- Resuscitation equipment has been shown and explained.
- You know how to summon help in the event of an emergency.
- Lone working policy has been explained (if applicable).
- Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed).
- You are aware of your professional role in practice.

### **Within your first week on your Learning Environment**

- Resuscitation policy and procedures have been explained.
- You are aware of where to find local policies;

- Health & Safety
- Incident reporting procedures
- Infection control
- Handling of messages and enquiries
- Information Governance requirements
- Other policies
- Policy regarding Safeguarding has been explained.
- Complete your initial meeting with your Practice Supervisor/Assessor and discuss any Inter-professional Learning Sessions that you would like to attend.

If you require any further support with your orientation, please contact your Unit/Ward Manager or our Clinical Placement Support Team on 01772 528111/placement.support@lthtr.nhs.uk

**Please note: Any member of staff can complete this document with you.**

## Learning Environment

Welcome to Endoscopy. We hope you enjoy your placement with us where you will be supported by your Practice Assessor, Practice Supervisor, the Endoscopy Practice Educators and other members of the Endoscopy team.

During this placement you will develop an understanding of endoscopic procedures, anatomy and physiology of the GI tract, drugs used during endoscopic procedures and care of patients pre, during and post procedure.

Preston Endoscopy – 01772 522032

Chorley Endoscopy – 01257 245656

### ORIENTATION PROGRAMME FOR LEARNERS

	Date
General orientation of the department	
Allocation off and introduction to Mentor	
Departmental Fire Training	
PPE requirements- mask fitting / Donning and Doffing	
Endoscopy policies/protocols	
Endoscopy patient pathway	
Absence reporting	
Introduction to nursing /clerical structure/ endoscopists	
Intranet/Internet Access	
Cardiac Arrest phone number and procedure	

### What is an Endoscopy?

An endoscopy is a procedure that is able to look into the upper and lower GI tract, biliary ducts, lungs and bladder using an endoscope for diagnostic or therapeutic purposes.

### **Colonoscopy**

A Colonoscopy is a test that is performed to examine the large bowel and is normally carried out with a small amount of analgesia (fentanyl) and sedation (midazolam) or alternatively with entonox. Bowel preparation is always required for this procedure (except for lower GI bleeding) and patients take this at home in the 24 hours prior to their admission. Patients are advised to eat a low fibre diet 4 days prior to the procedure and on the morning prior to commence on a diet of clear fluids. Results of the procedure are given to the patient prior to discharge from the unit.

### **Sigmoidoscopy**

A Flexible Sigmoidoscopy is a test that is used to examine the left side of the large bowel. Out-patients undergoing Flexible Sigmoidoscopy usually need bowel preparation in the form of an oral solution that is administered prior to arriving for the procedure. In-patients will receive a phosphate enema on the ward 30 minutes before arriving on the unit. Results of the procedure are given to the patient prior to discharge from the unit.

### **Gastroscopy**

An Oesophago-Gastro-Duodenoscopy (OGD) is a test that is used to examine the gullet, stomach and duodenum. Patients will have fasted from food for 6 hours and from clear fluid for 2 hours prior to the procedure. This procedure can be performed with a minimal dose of sedation (midazolam) or with a local anaesthetic spray to the back of the throat. Results of the procedure are given to the patient prior to discharge from the unit.

### **ERCP**

An Endoscopic-retrograde-cholangio-pancreatography (ERCP) is a procedure that is performed to examine the hepato-biliary system. Patients undergoing ERCP will have fasted for 6 hours prior to the procedure. Recent blood results, including an INR result should be obtained prior to commencement of the procedure. Patients may be admitted to hospital following ERCP for antibiotics or further treatment.

### **Drugs commonly used in Endoscopy**

The following drugs are commonly used in endoscopy. Indicate below the indications, contraindications and side effects of each drug.

**Midazolam** – Benzodiazepine / sedative

Indications \_\_\_\_\_

Contraindications \_\_\_\_\_

Side  
Effects \_\_\_\_\_

***Fentanyl*** – Opioid analgesic

Indications \_\_\_\_\_

Contraindications \_\_\_\_\_

Side  
effects \_\_\_\_\_

***Entonox*** – Analgesia

Indications \_\_\_\_\_

Contraindications \_\_\_\_\_

Side  
Effects \_\_\_\_\_

***Buscopan***- antispasmodic

Indications \_\_\_\_\_

Contraindications \_\_\_\_\_

Side  
Effects \_\_\_\_\_

***Flumazenil***- Reversal agent for benzodiazepines

Indications \_\_\_\_\_

Contraindications \_\_\_\_\_

Side  
Effects \_\_\_\_\_

***Naloxone*** – Reversal agent for opioids

Indications \_\_\_\_\_

Contraindications \_\_\_\_\_

Side  
effects \_\_\_\_\_

***Oxygen***- supplementary for patients having sedation

Indications \_\_\_\_\_

Contraindications \_\_\_\_\_



### **Suggested activities to support knowledge and skills development**

- Observation of upper and lower GI endoscopic procedures
- Online learning for upper and lower GI pathology - ENDO 1 and endoscopy e learning modules accessible via <https://www.e-lfh.org.uk/programmes/endoscopy/>

### **Useful links**

<https://www.bsg.org.uk/>

<https://pathways.nice.org.uk/pathways/gastrointestinal-conditions/gastrointestinal-conditions-overview>

<https://nhscanl.sharepoint.com/sites/TrustProceduralDocumentLibrary/Shared%20Documents/Forms/DocumentsbyDepartments.aspx?FilterField1=Responsibility&viewid=7d36ee8d-d696-43b4-ac36-5960885ec150&FilterValue1=Endoscopy>

***See trust procedural documents library for Endoscopy SOP's, policies and procedures***



## Induction

The Local Induction process will take place throughout the first week of your placement.

This will comprise of:

- Trust and department orientation, including housekeeping information
- Location of emergency equipment
- IT access
- Reading & acknowledgement of Mandatory Trust policies such as Health & Safety, Fire Safety, Infection Control, Information Governance, Staff Code of Conduct, Social Networking and Dress Code policies.
- Adult Basic Life Support training if applicable
- Trust Moving & Handling Training if applicable
- COVID-related policies & procedure
- Orientation
- Professional voice: - freedom to speak up, datix, chain of command, open door policy
- An awareness of our Educational Governance Team- evaluation and importance of feedback
- Inter-professional Learning Sessions
- Practice Assessment Record and Evaluation (PARE) training, if applicable
- Collaborative Learning in Practice (CLiP™), if applicable
- How the role of Practice Development Facilitator can support you, where applicable



## What to bring on your first day

- Uniform: All other items in the dress code policy must be adhered to <https://legacy-intranet.lthtr.nhs.uk/search?term=uniform+policy>
- A smallish bag which would fit into a small locker.
- You may wish to bring a packed lunch and a drink on your first day.

## Inter-professional Learning Sessions and eLearning Resources

At our Trust, our Education Team facilitates a yearly programme of Inter-professional Learning (IPL) sessions. This programme consists of various teaching sessions, delivered by our Specialist Teams, to support and enhance our learners and trainees' learning experience with us.

Inter-professional learning is an important part of your development and allows you to build professional relationships and communication skills with the wider multi-disciplinary teams. Our IPL sessions are valuable in supporting you to stretch your knowledge and experiences to enhance your clinical practice. They also help bridge the gap between theory and practice, allowing you to hold a deeper understanding of the topics discussed. Our sessions are open for all learners and trainees on placement at our Trust to attend and these learning opportunities are an extension to your learning environment; therefore, these hours need to be recorded on your timesheets. We encourage our staff to facilitate enabling a learner/trainee to attend these sessions.

**Please note: You must inform your learning environment prior to attending a session.** These IPL sessions need to be discussed in a timely manner with your learning environment.

You are required to complete a reflection on each of your IPL sessions, as well as documenting on your HEI documentation what you have learnt and how this relates to your current placement.

You can book onto our IPL Sessions by accessing this link <https://elearning.lthtr.nhs.uk/login/index.php> and searching for 'IPL'.

You can access our policies and procedures via our Intranet page, which will help expand and stretch your knowledge.

## Support with evidencing your learning outcomes or proficiencies

We encourage you to use the Trust learning logs to collate and evidence your skills, knowledge and abilities achieved. You can then present your completed learning logs to your Practice Assessor/Educator during your assessment meetings. Any staff member who is involved in coaching you can complete your learning log feedback.

You can request time during your placement hours to complete these and request feedback prior to the shift ending. To obtain a copy of our learning logs, please visit our Health Academy Webpage on the link below, where you will see a copy of our CLiP™ Learning Log available for you to download, on the right hand side - <https://healthacademy.lancsteachinghospitals.nhs.uk/support/clinical-placement-support/collaborative-learning-in-practice-clip/>

## Chain of Command

Keeping patients safe, providing the best care that we can and learning in an environment where you feel safe and valued is important to us. Speaking up about any concern you have on your learning environment is also important. In fact, it's vital because it will help us to keep improving our services for all patients.

There may be occasions where we witness, experience or are asked to do something that causes us concern. Often, these concerns can be easily resolved, but sometimes it can be difficult to know what to do.

Our Clinical Placement Support Team are available Monday – Friday, 8.00am – 4.00pm should you need to contact them in relation to any concerns regarding your learning environment. If your concern relates to patient safety and/or your concerns are outside of these hours, please follow the chain of command in your learning environment and speak with the person in charge.

Please visit our Freedom to Speak Up page on the Intranet for more details.



## We value your feedback

Our Trust values your feedback. To continuously improve, we offer opportunities for our learners and trainees to provide feedback regarding both your learner experience and your learning environment. We would encourage you to kindly complete your end of placement evaluation, within your clinical hours.

We will keep you updated with the improvements that we make based on the feedback you provide us with.

## Learning Environment Improvement Forum

Our Learning Environment Improvement Forum began in November 2021, with key stakeholders attending; Learners, Trainees, Clinical Staff, Education Leads and our Nursing Directorate. Bi-monthly meetings are held to share new and innovative ideas as to how we can collaboratively enhance our learning environments, to support both learners, trainees and staff.

All attendees at the Learning Environment Improvement Forums contribute their suggestions and guidance on our projects. Collaboratively, exciting improvements are implemented to enhance our learning environments.

Innovative changes made by our Learning Environment Improvement Forum, within Academic Year 2021-2022;

- NEW Learner Boards designed and placed on our learning environments
- Learner booklets made available on our Health Academy webpage to prepare our learners and trainees for their clinical placements, as suggested by our learners and trainees
- PARE and CLiP™ training embedded into our Learner and Trainee Inductions
- Quick Reference Guide designed and created to welcome our learners and trainees to the Trust and prepare them for their clinical placements

We welcome any of our staff, learners and trainees at the Trust to attend our Learner Environment Improvement Forums, to contribute your ideas and suggestions for our new and innovative projects. You can join via the E-Learning Portal - <https://elearning.lthtr.nhs.uk> and going to Courses, then selecting the tab 'Inter Professional Learning', where you will see our forum listed.